

# **CITY OF SAINT PAUL**

DEPARTMENT OF SAFETY AND INSPECTIONS 375 JACKSON STREET, SUITE 220 SAINT PAUL, MINNESOTA 55101-1806

# **MOVING PERMIT APPLICATION**

Visit our Web Site at www.stpaul.gov/dsi

Into St. Pau		Enter MOVE TO address in Box 1 Enter MOVE FROM address in Box 2		St. Paul Address	Number	Street Name		St., A	St., Ave., Blvd., Etc.		N.S.E	E.W.	
Out of St. Pa		Enter MOVE FROM address in Box 1 Enter MOVE TO address in Box 2			Number	Street	Name	St., Ave., Blv	d., Etc.	N.S.E.W.	City, Sta	ate, Zip	
Within St. Pa		OVE TO address in		BOX 2									
Owner					Address City State, Zip+4				Phone				
Contractor					Address City State, Zip+4				Phone				
Contractor's Email:													
Estimated Start Date Estimated Con					pletion Date				Estimated Value of Work				
Description		Identify the t	icture to	o be Mo	ved		\$						
of Structure being Moved	Enter the num	NE BOX  aber of Dwelling Unit	lential	ential Garage Commercial Portable School									
	Number of Stories Structure Dimensions: Length Width					th Height			SUMMARY OF FEES				
Please indicate the Contract Standard in the check boxes below									Pe	rmit Fee			
If moving Residential Dwellings or Commercial Structures within or outside the City of St. Paul what is the contract standard for removal?  Total Removal  Two Feet One Foot Below Grade Other (explain in comment area)													
Comment:													
Applicant certifies all information is correct and all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.													
Applicant's Signature _					Date								
For Office Use Only								Permit Number					
Occupancy I Group	PIN				Reviewed By Date				Termit Number				
Legal Description / Comments					SAC Credit # SAC Credit #				Applied To:				
					☐ Box 1 ☐ Box 2								
Signature of Cardholder (required for all charges):													
☐ AMEX ☐ Discover ☐ MasterCard ☐ Visa Sec									ate: ear				
Enter Account Number →								<u> </u>				(	

# If you are paying for your permit by American Express, Discover, MasterCard or Visa, you may fax your application.

The credit card information section must be filled in and signed. Our FAX number is 651-266-9124. If paying by check, please mail application and check to us.

#### INSTRUCTIONS FOR MOVING PERMIT

**Effective 1/1/2009** 

A moving permit is required to move any structure into, out of, or within the City of St. Paul. A moving permit cannot be issued until all required approvals and notifications have been completed. See Requirements and Fee Schedule below.

## **MOVING PERMIT REQUIREMENTS**

- 1. A Structure Inspection and report must be completed prior to issuance of Moving Permits.

  Structure Inspections are required on any structure intended to be moved into the city or on structures moved between different locations within the city limits. Structures moved to locations outside St. Paul city limits do not require a structure inspection. (Portable schools are exempt from structure inspections)
- 2. **Foundation Permits are required** prior to setting the structure at the proposed new location for all habitable structures (i.e. houses and apartment buildings) and commercial buildings moved within the city. Garages intended to be moved may not require a Foundation Permit. Contact a Plan Examiner for verification.
- 3. **Structures shall be moved only by licensed moving contractors.** Contact the State of Minnesota at 651-366-3680 to obtain the names of those contractors. Exceptions to this requirement are as follows: Manufactured or Modular Homes, farmers moving their own buildings, and buildings measuring less than 16 feet by 20 feet.
- 4. **Appropriate utilities and government agencies must be notified** and written permission granted prior to the issuance of the permit. Requirements may vary according to size and type of the moved structure.

### **FEE SCHEDULE**

Commercial or Residential buildings larger than 12 feet high, 14 feet wide, and 25 feet long \$254.00 per move

Garage, Sheds & Miscellaneous buildings larger than 12 feet high, 14 feet wide and 25 feet long \$84.00 per move

Buildings or structures smaller than the size indicated above. \$70.00 per move

Building Inspectors are in the office for inspection requests between 7:30 AM - 9:00 AM, Monday - Friday. Phone number is 651-266-9002.

Plan Examiners' office hours are 7:30 AM to 4:30 PM, Monday - Friday, call 651-266-9007.

Permit Fee Information can be obtained by calling 651-266-8989, Monday - Friday, 7:30 AM - 4:30 PM.

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